



**Request for Applications  
Career Coach Deployment**

**Background and Overview**

**Funding for “a career coaching program to support middle schools and high schools as students are exposed, prepared and connected to career avenues within and beyond the classroom setting” was approved through House Bill 1388 (Mississippi Legislature, 2022). This bill calls for strong partnerships with economic and business leaders, in viable relationships with school districts, to deploy career coaches to target the alignment of students’ strengths with intentional academic and work-based learning in pursuit of meaningful professional employment.**

The Office of Workforce Development, known commonly as Accelerate Mississippi (AccelerateMS), requests applications for grant funding from WIOA workforce regional offices, non-profit organizations, economic development foundations, planning and development districts, and/or local community-based organizations with experience managing federal grants to support Career Coaches in local public schools. Funding for this program comes from the State of Mississippi’s allocation of the Coronavirus State Fiscal Recovery Fund (CFDA 21.027), which was created by section 9901 of the American Rescue Plan Act of 2021, Pub. L. No. 117-2 (Mar. 11, 2021). Unless noted otherwise, all funds awarded through this program are considered a subaward of federal funds. Grantees will be considered subrecipients, subject to provisions of the Code of Federal Regulations governing use of federal grant funds.

It should be noted that the intention of this Request for Application is to form partnerships that may be eligible for additional funding in the future. The ability to provide future funding is contingent on the availability of funds from federal and state sources.

**Priority will be given to applicants who:**

- Have a need for high-skilled workers
- Have a strong connection with the local community and school system
- Have a diverse population
- Can provide internship/work-based learning experiences for students

**AccelerateMS will provide:**

- Funding for the Career Coach’s salary and fringe benefits, travel expenses in accordance with State of Mississippi travel policy, and reasonable expenses for equipment and materials necessary to deploy coaching supports
- Regular support and coordination of coaching activities through AccelerateMS’s Ecosystem Coordinator and the K-12 Program Manager

**Awardees must agree to the following:**

- School and community stakeholders will have regular meetings to discuss the needs and progress of the Career Coaching Program.
- Identify Career Pathways that would most benefit the community, including alignment of College and Career Readiness course and Work-Based Learning course with local constituents.
- Career Coach will be seen as a partner in the education of students and will work in partnership with the local school counselor to ensure the success of the student and the program.
- Workspace for the Career Coach that includes:
  - Privacy for meetings.
  - Ease of access for students.
  - Access to school Wi-Fi.
- Career Coach should have access to Student Information System data via database login or the school counselor.
- School leadership should participate in local area business/industry tours at least once per semester.
- School leadership and Career Coach should visit with other schools that are assigned Career Coaches to collaborate on best practices.
- By submitting an application, potential awardees herein acknowledge and understand that AccelerateMS is not required to award the total amount requested. Moreover, AccelerateMS reserves the right to issue awards based on overall programmatic needs within the State of Mississippi as well as relative to the illustrated capacities and abilities of the Awardees.
  - NOTE: Awardees may not claim more than 10% of the grant award in indirect cost/administrative fees.

By submitting this request, the entities listed above ensure that the Career Coach will be freely able to conduct the activities listed below:

- Share data with AccelerateMS as needed to meet ARPA guidelines.
- Meet one on one with students to determine academic and career goals.
- Have students review <https://mspathfinder.org> to determine interests and learn about post-secondary options.
- Screen and assist students in applying for internships, apprenticeships, and work-based learning opportunities in their area.
- Prepare students to take the ACT WorkKeys assessment.
- Have students create an online profile on the Mississippi Works website.
- Plan, develop, and implement exploration opportunities, including college campus visits, career fairs, industry visits, parent sessions, and similar activities.

- Work directly with the local community college to connect students to applicable programs as identified by AccelerateMS and the WIOA State Plan.
- Connect industry representatives to participants through job shadowing and mentoring opportunities for further career exploration and to build interest in local workforce opportunities.
- Assist students in understanding soft skills and how they are important to being successful in the workplace.
- Improve participant resume writing and interviewing skills.
- Work with economic developers, businesses, associations, and local and state agencies to promote the program and build connections to local industries.
- Plan, develop, and implement programs, working directly with parents of participants to educate them on workforce opportunities and educational opportunities (including available financing of these) for their children.
- Plan, develop, and implement strategies to reach high school graduates who have not obtained a higher education certificate, diploma, or degree and assist them in obtaining post-high school certification.
- Maintain accurate and complete records of participant interactions, events, and all other work assignments.
- Prepare reports on students and activities as required.
- Become a contact for parents and students.

### **Important Dates and Deadlines:**

**Monday, July 11, 2022:** Request for Applications released

**Friday, July 15, 2022:** Deadline for submission of Questions by Applicants

**Wednesday, July 20, 2022:** Deadline for AccelerateMS to post answers to Questions; Webinar Presentation

**Friday, August 5, 2022, at 5:00pm: DEADLINE for submission of grant application**

**Friday, August 12, 2022:** Notification of successful applicants

**Friday, September 2, 2022:** Deadline for hiring of Career Coaches

**Tuesday, September 6 – Thursday, September 8, 2022:** Coach training at HORIZONS Conference

**Monday, September 12, 2022:** Coaches deployed to appointed schools

**Submit applications via email to [info@acceleratems.org](mailto:info@acceleratems.org).**

Questions should be directed to Lori Nail at [lorinail@acceleratems.org](mailto:lorinail@acceleratems.org) or 601-576-2004.





**Career Coach Grant Application**  
**Deadline for Submission: Friday, August 5, 2022, 5:00 pm**

Name of Organization: \_\_\_\_\_

Name of Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Applicant's Unique Entity Identifier (UEI): \_\_\_\_\_

A UEI 12-character, alpha-numeric code assigned by the U.S. General Services Administration (GSA) to individual businesses applying for grant money, or government assistance.

1. Name the school(s) with which you plan to partner.
2. Name of the local Community College with which you plan to partner.
3. Define the needs within the local workforce. What career pathways are most crucial in the surrounding area?
4. Describe your community in terms of demographics for the school(s) that the Career Coach will serve. Include information regarding students receiving free or reduced lunches as well as English Language Learners. Be sure to include this information for each school being identified in the application for Career Coach support.
5. Describe how the students that will be served were impacted by Covid-19 school closures and how the program will address the impacts of lost instructional time by providing academic and career path training.
6. Describe how the school is utilizing the College and Career Readiness Course and Work-Based Learning. How will you enhance these efforts?
7. What challenges do you anticipate in implementing the Career Coaching program and what are some ways you plan to overcome them?
8. What potential do you see for sustainability of the Career Coaching program beyond the initial grant funding?

9. Describe your organization's experience carrying out projects funded by federal grants. Include statements regarding how your organization will adhere to federal guidelines governing the proper use of federal award funds, proper internal controls, and adherence to federal record keeping requirements and reporting.
10. Complete the attached memorandum of understanding (to be signed by the superintendent of each participating district).
11. Submit a funding amount request along with a project schedule and budget.

**Program Schedule:**

<b>Program Dates</b>	
Date of Program Launch	Key Deliverables by Date: projects are funded for 1 year (through June 30, 2024)

**Project Budget:**

<b>Amount Requested:</b>
\$

	<b>AccelerateMS Award</b>	<b>Other Funds</b>	<b>Total</b>
Personnel (salary + fringe)	\$	\$	\$
Travel	\$	\$	\$
Contractual	\$	\$	\$
Project Management	\$	\$	\$
Equipment	\$	\$	\$
Supplies	\$	\$	\$
Indirect Cost / Admin. Cost	\$	\$	\$
<b>TOTAL</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>

